

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #1970

OPEN COMPETITIVE EXAMINATION FOR: ADMINISTRATIVE SUPPORT SPECIALIST I
SALARY: \$13.50 ~ \$17.97 PER HOUR (NOTE: *New hires start at the beginning of the range*)

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

September 13, 2011

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Types a variety of forms, cards, labels, envelopes, routine memos, requisitions, accounting and financial statements, etc. and proofreads materials; Prepares agendas, takes and transcribes meeting minutes; Sets up and maintains records and files according to established procedures and searches files for information; Compiles information from standard sources and prepares reports; Answers phone, relays calls and takes messages; receives and directs visitors; handles routine requests for information or assistance over the telephone or in person (counter, reception or information desk); Obtains information, assists with applications, and prepares and processes permits or licenses after assuring that all requirements are met; Copies and collates materials; prepares routine forms and correspondence; receives, sorts and distributes mail; performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness, makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other departments; assists in or maintains inventory and orders supplies; In a public or school library, registers borrowers and charges, discharges books; maintains circulation and attendance records; prepares and mails overdue notices; Operates various office machines, including but not limited to calculators, copiers, faxes and personal computers; Enters and retrieves data from automated financial and HRIS systems; Prepares department payroll; Performs related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; some knowledge of elementary bookkeeping; ability to maintain complex clerical records and prepare reports from such records; ability to make minor decisions in accordance with laws, ordinances, regulations and established policies; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions and to communicate effectively orally and in writing; filing ability; ability to operate office equipment; ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs and automated HRIS or financial systems; ability to type from clear copy or rough draft, using a word processor, with speed and accuracy; ability to deal effectively with others, including the general public and co-workers.

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IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

High School Graduate or GED and one (1) year of responsible office experience using word processing or performing account keeping tasks.

**COPIES OF GED, HIGH SCHOOL DIPLOMA OR COLLEGE TRANSCRIPTS
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the White Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V

9/2/11 mj